GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Establishment - Animal Husbandry Department – Guidelines for transfer of employees – Orders – Issued.

ANIMAL HUSBANDRY, DAIRY DEVELOPMENT & FISHERIES (AH-I) DEPARTMENT

G.O.RT.No. 126 Dated: 28-04-2017

Read the following:-

1. G.O.Ms.No.64, Finance(HR.I.Plg. & Policy) Dept., dated:21-04-2017.
2. From the Director, Animal Husbandry Department, A.P., Vijayawada Lr. Roc. No.2810/BI/B1/2017, dated.26/04/2017.

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ORDER:-

In the G.O. 1st read above, Government have issued orders relaxing the ban imposed on transfer of employees for the period from 25th April,2017 to 24th May,2017. As per para (4) of the said G.O., the departments which have unique operational systems are exempted from the above guidelines. Such departments have to frame a set of guidelines customized for the unique context of the department and finalise the same in consonance with the general transfer guidelines issued by the Finance Department. They shall also complete the process by 24th May, 2017.

2. In pursuance of the orders issued in the G.O. 1st read above, the Director, Animal Husbandry Department, A.P., Vijayawada has furnished the guidelines to regulate the transfers and postings of employees in Animal Husbandry Department and requested to issue necessary orders in the matter at an early date.

3. Government, after careful examination of the proposal hereby approve the guidelines and appended as Annexure to this order for effecting the transfers and postings of employees of Animal Husbandry Department.

4. The Director of Animal Husbandry, A.P., Vijayawada shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. MANMOHAN SINGH
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Director of Animal Husbandry, A.P., Vijayawada

Copy to:-
All the District Collectors in the State.
All the Joint Directors (AH) in the State.
The Finance(HR.I, Plg. & Policy) Department.
The P.S. to Minister (AHDD&F)
Sc/Sf

//FORWARDED::BY::ORDER//

SECTION OFFICER

Annexure

(G.O.Rt.No.126, AHDD&F (AH-I) Dept., dated:28-04-2017)

Guidelines for Transfers and postings of staff of Animal Husbandry Department.

1. The guidelines are issued to effect the transfers of staff of Andhra Pradesh Animal Husbandry Department (Gazetted and Non-Gazetted) through counselling on seniority cum merit basis.

2. These guidelines shall cover the following Members of the staff of Andhra Pradesh Animal Husbandry Department

   a) Deputy Directors of Animal Husbandry
   b) Assistant Directors of Animal Husbandry
   c) Office Managers
   d) Veterinary Assistant Surgeons and all other Zonal cadre posts
   e) All District Cadre posts.

3. **COMMITTEES:**

   The Following committees shall be competent to deal with the transfers at different levels of the staff of Animal Husbandry Department.

A. STATE LEVEL COMMITTEE:

A State Level Committee consisting of the following Members and shall be competent to deal with the transfers of all categories of the posts of Deputy Director of Animal Husbandry, Assistant Directors of Animal Husbandry, and Office Managers which are organized into State Cadre.

a)	Director of Animal Husbandry	Chairman
b)	Additional Director of Animal Husbandry (as may be nominated by Director of Animal Husbandry)	Member
c)	Joint Director (Administration) in the Directorate of Animal Husbandry or any other officer as may be Nominated by the Director of Animal Husbandry	Member/convenor

B. ZONAL LEVEL COMMITTEE:

A Zonal level committee consisting of the following Members and shall be competent to deal with transfers of all categories of the posts of Veterinary Assistant Surgeons and all other posts which are organized into Zonal Cadres under Presidential Order.

a)	Additional Director of Animal Husbandry (as may be nominated by Director of Animal Husbandry)	Chairman
b)	Senior most Joint Director of Animal Husbandry within the Zone	Member
c)	Joint Director (AH) or any other officer as may be Nominated by the Director of Animal Husbandry	Member/convenor

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C. <u>DISTRICT LEVEL COMMITTEE</u>:

The District Level Committee consisting of the following Members and shall be competent to deal with the transfers of all the District Cadre posts within the District.

a) Joint Director of Animal Husbandry of the concerned Districts — Chairman

b) Deputy Director of Animal Husbandry Working in the same district (as may be nominated by the Joint Director of Animal Husbandry) — Member

c) Office Manager — Member / Convenor

4. For the purpose of these guidelines, transfers shall be considered only against vacancies as per the norms in paras 6 & 7.

Provided that all inter-local cadre transfers shall be done by the Government in consultation with the Director Animal Husbandry and no further transfers shall ordinarily be made.

5. All transfers shall be effected as per the schedule to be communicated by the Director of Animal Husbandry / Government from time to time and no transfer of any member of the staff may be made thereafter during the academic year, except in the following cases.

a) In cases of disciplinary matters,

b) Transfers which are inevitable on account of promotions / reversions / retirements / deputations / repatriations / redeployment.

c) Consequent to readjustment of surplus posts / disbandment of posts

d) Inter-Local Cadre transfers of Government employees under Six Point Formula (SPF).

e) Wife and Husband cases, for special reasons and extra-ordinary circumstances.

f) Any other transfers on health grounds for self or dependent of the Government servant, for treatment of specified diseases, such as Cancer, Open heart surgery, Neuro Surgery and Kidney Transplantation where such facilities available.

Provided that the Government shall reserve its right to effect the transfers of any Officer from one place to another on administrative grounds even before completion of any specified period of stay at the present post / place in order to tone up the administration and in public interest.

6. <u>Norms of transfer:</u>

The following norms shall be observed in effecting transfers of the members of the staff of Animal Husbandry Department.

A) No employee shall be transferred:

i) Before completing five years of service in that particular post unless he / she otherwise requests as per para 7A(ix)

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ii) Against his will when he has only one year of service left before retirement on Superannuation except for following reasons.

a) On disciplinary grounds
b) On special administrative reasons demanding his posting elsewhere in public interest.
c) Unless he gives specific request for exercising his choice for transfer subject to conditions in para – 6. In such cases, he/she is not eligible for TTA and joining time. Once an application is made exercising such option, the post held by him / her will be notified in the final list of vacancies subject to the conditions under paras 6 and 7. **An option once exercised is irrevocable.**

B) No employee shall be retained in any post for more than five years provided he / she requests for retention and satisfies the condition in para 6(C).

C) The individuals who have undergone Trainers of Training Programme (TOT) only should be posted in training institutes. District Training Centres i.e., Veterinary Poly Clinics should not be taken as training institutes for this purpose.

D) In case where more than one employee opts for the same post, the more deserving person in terms of higher points awarded to him **(para–10)** shall be preferred to the post. However, if more than one applicant gets the same entitlement points and leads to tie, the following criteria shall be adopted in the following order of preference.

i) Person retiring within one year
ii) Based on the performance of previous year or years as prescribed by the Director of Animal Husbandry.

7. <u>Identification and Notification of Vacancies</u>:

A) Keeping in view the un even distribution of institutions in certain areas and the need to ensure that veterinary services are provided to all the farmers in an equal manner, the officers concerned shall prioritize posts and institutions which need to be filled on priority, taking into consideration the total number of posts, the personnel available in each category and purpose, action is to be taken as follows:

i) The Officers concerned shall first arrive at the total number of posts that need to be filled up depending on the number of personnel available under each category.

ii) The institutions where the posts are to be filled up shall be identified taking due care to ensure that Mandal with one or two institutions are duly prioritized for being filled up, and in respect of other Mandals with more institutions, posts in one or two institutions as the case may be, shall be identified for being filled up depending on the contiguity, outreach etc.

iii) In respect of Mandals having more number of institutions and also the institutions with only one or two villages in its jurisdiction, either the post of VAS or the post of Para vet only shall be filled up in such identified institutions to effectively utilise the available manpower and keep majority of the institutions functioning.

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iv) A list of posts in institutions so prioritized equivalent to the number of personnel available in each category, shall only be notified as "Posts to be filled up on priority" for exercising options for transfers to those posts. The list of posts so prioritised which should be equivalent to the number of persons available shall be got approved well in advance by the Director of Animal Husbandry.

v) Vacancies in ITDA areas shall be filled up as per the instructions in G.O.Ms.64, Finance (HR.I, Plg. & Policy) dept., dated:21-4-2017.

vi) The lists shall be notified and once notified shall be final and no modification should be made without prior permission of the Director /Government.

vii) All the incumbents holding posts who are liable for transfer as per norms will have to submit the application (in prescribed format) before the stipulated date (as prescribed by the Director of Animal Husbandry).

viii) Any application received after the prescribed time will not be entertained and an option once exercised is irreversible.

ix) List of Priority posts shall be exhibited on the notice boards of offices on scheduled dates apart from placing it on the Department Website. These posts thus notified shall be provisional.

x) The employees who have not completed five years of stay may also apply for transfer from the present post/place provided that he/she has completed the minimum period of stay of 3 years as prescribed by the Government. The posts, in which such persons are working shall be treated as vacancies to be finally notified. They shall also participate in the counselling along with others on the day of counselling. They shall however not be entitled to TTA and joining time etc.

xi) The convenor of the committee, after the last date for receipt of applications is over, shall prepare a final list of posts to be notified for filling up based on prioritized posts.

xii) Failure to submit application or participate in the counselling shall entail posting to any of the prioritized (finally notified) vacancies by the committee.

B) In respect of the notified vacancies in the SSVHs, Veterinary Poly Clinics, the notification should be specific with regards to the requirement of P.G. qualification in Clinical subjects such as Veterinary Medicine, Surgery, Gynaecology and Pharmacology etc., and the candidates with such qualifications alone shall be posted in those vacancies. If the persons with required qualifications are not available, the other candidate willing to work in such premier institutions even without required qualifications can be considered as a special case.

C) In respect of personnel working in APLDA institutions, the posts to be notified as vacancies shall be made available to the member convenor of the committee concerned by the CEO, APLDA. Such posts shall be necessarily notified as vacancies to be filled by counselling on priority.

8. <u>PROCEDURE FOR PROCESSING APPLICATIONS FOR TRANSFERS:</u>

a) All applications for transfer shall be sent through proper channel / Head of the institution in the prescribed proforma-II

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b) The head of the institution shall forward the application to the convenor of the respective committee duly verifying and certifying the facts relating to correctness of stay at the present station, date of retirement, age, date of appointment in the present cadre, nativity together with the performance of the employee for such period as prescribed under para 10.

c) If the individuals who are liable for transfer as per the conditions herein, fail to submit their application, the member convenor of the committee concerned shall obtain the particulars in proforma-II and furnish it to the committee before the due date. The Committee shall immediately after transfers by counselling is completed, issue orders posting such incumbents to any of the vacancies notified to be filled up on priority.

d) The convenor of the committee constituted under para (3) shall receive all transfer applications, record them in seriatum duly notifying the claims of each individual etc, and place it before the chairman of the committee.

e) The Chairman of the committee on receipt of the applications, within the time limit prescribed as per the schedule of transfers (refer para-5), fix up a pre-drawn programme of dates for counselling.

f) The applicant shall be called in order of merit and asked to choose any of the vacant posts indicated in the notice board to be exhibited before commencement of the counselling (i.e. such posts having been included in the final notified list). The employees, who fall under the zone of transfers shall opt for one of the vacancies notified, and in case of failure, they shall be liable to be transferred to any one of the notified vacancies at the discretion of the competent authority.

g) On exercising such choice by the applicant,

(i) In respect of the posts of Joint Directors of Animal Husbandry, the Director of Animal Husbandry shall prepare the list of candidates who fulfil the conditions laid down in G.O.Ms.No.64, Finance (HR.I, Plg. & Policy) Department, dated:21-04-2017 and also keeping in view the performance and capability etc., and furnish the same to Government, for issue of suitable orders of transfer.

(ii) In respect of others, the Chairman of the Committee shall issue transfer order, then and there itself, to the applicant, duly deleting the vacancy from the list of vacancies.

h) The above exercise shall be continued till all the applications are exhausted/all postings are ordered as the case may be as per the time frame/schedule communicated by the Director of Animal Husbandry, except in the cases referred under para 5 above.

9. <u>The Following shall be classification of places of working:</u>

a) CATEGORY I -- All places where 20% HRA is admissible

b) CATEGORY II -- All places where 14.5 % HRA is admissible

c) CATEGORY III -- All places where 12.0% HRA is admissible

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10. COMPUTATION OF POINTS:

A. Performance is evaluated in terms of the job entrusted from time to time and targets achieved. Points shall be awarded to each applicant as follows:

a) For service at working place at the time of transfers, as specified under para (9):- **Max 20 points**

i) For service in category (III): 4 points for every completed year of service.

ii) For service in category (II): 3 points for every completed year of service

iii) For service in category (I): 2 points for every completed year of service

Maximum entitlement points under (a) shall be 20 restricting the tenure of 5 years.

b) Employees working in tribal areas who have completed prescribed period for transfer shall be given 5 points.

c) 5 points in case of employees Where the spouse of the applicant is in the State Government / Central Government service / State or Central Government undertakings, Nationalised Banks, Educational Institutions under the State or Central Government or Aided.

d) Persons who have taken special initiatives (in addition to their normal job chart / budget) to improve productivity / infrastructure / address quality concerns shall be given one point for each initiative (subject to a maximum of five points). The planning, implementation and impact or benefit to the stake holders, Department or Government or the economy will have to be assessed carefully by the committee to award these points. Points shall be awarded only if there is unanimity among all members of the committee.

e) Persons who have been awarded meritorious certificates during the three preceding years shall be given at 2 points for each award (subject to a maximum of 5 points)

f) Persons with disability shall be given 5 points.

g) In respect of Para Veterinary staff, Veterinary Assistant Surgeons and Divisional Assistant Directors, wherever they have been kept in additional charge of other institution / posts they shall be given one point for each year of such additional charge subject to maximum of 5 points, provided they have achieved minimum of 80% of targets given to the institution.

h) In respect of categories of posts to which performance indicators could not be fixed, the performance points will not apply. The entitlement points shall be awarded basing on items 10 (a) to (g), 10-B and 10-C only.

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B. JOB PERFORMANCE POINTS: Max 50

Entitlement points shall be awarded for each of the categories of staff on parameters as may be prescribed by the Director of Animal Husbandry, from time to time. Detailed instructions on weightage or points to be awarded for each of the parameters with the procedure to be followed, additional criteria if any, with such modifications as may be felt necessary from time to time, shall be issued by the DAH.

C. An employee shall forego points in the cases mentioned hereunder:

	Cause of forfeiture of accrued points	**No. of points to be forfeited**
i)	In case an employee was awarded any major punishment in the preceding three years period	8 points
ii)	In case an employee was awarded any minor punishment in the preceding three years period	6 points
iii)	In case an employee received any warnings from any supervisory officers in the preceding three years period	4 points
iv)	Non responding or belated response to the outbreaks causing loss of productivity, loss of livestock etc to the farmers	10 points

11. All the claims made by the applicant in the application etc shall be made with due care, verified and countersigned either by confirmation or correction as the case may be, by the concerned controlling officer before forwarding to the committee constituted for the purpose. If any part or whole of the information furnished by the applicant or the controlling authority is found to be false even at a later stage, he/they shall be immediately transferred to a place specified under category (c) i.e., category III mentioned under para 9, besides initiating disciplinary action for falsification of records etc.

12. APPEALS:

a) All appeals against an order passed by the competent committees under para 3 shall be to the authorities prescribed below:

NAME OF THE COMMITTEE	**APPELLATE AUTHORITY**
Committee under para 3 (A)	Special Chief Secretary to Govt. AH,DD & F Department
Committee under para 3 (B) & (C)	Director of Animal Husbandry

b) All such appeals shall be made before the appellate authorities within 10 days from the date of receipt of such order against which the appeal is proposed to be filed.

c) All appeals filed as stated above shall be disposed of within fifteen days from the date of receipt of appeal.

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d) Government may either suo-moto or on an application from any person aggrieved by the order of the committee under para 3 may call for and examine the records in respect of any proceedings of transfer to satisfy themselves as to the regularity, legality or propriety, Government may modify, annul or reverse or remit back to the committee / Director of Animal Husbandry any proceedings, for reconsideration with an advice if any or issue such orders as deemed proper.

e) The Government or the Appellate authority shall not interfere in any case more than once.

Dr. MANMOHAN SINGH
SPECIAL CHIEF SECRETARY TO GOVERNMENT